



GUIDEBOOK FOR
MARIJUANA BUSINESSES
IN THE CITY OF BEND
2016

TABLE OF CONTENTS



DUE DILIGENCE3

PROCESS OVERVIEW

 Different Processes For Different Situations.....4

 Existing Medical Business Remaining Medical Only.....5

 Existing Medical Business Converting to OLCC License.....6

 New OHA- or OLCC-Licensed Business7

APPLICATION & REVIEW PROCESS

 Land Use Permit8

 Building Permit(s)9

 Operating License10

CONTACT INFORMATION11

DUE DILIGENCE

(Before the application process)



1. Ensure compliance with local zoning (Bend Development Code)

BDC Title 2 for zoning districts and Ch. 3.6.300(P) for marijuana business regulations
www.bendoregon.gov/citycode

2. Request an SDC estimate

bendcdd@bendoregon.gov

3. Complete a Water & Sewer Analysis for production, processing, and lab facilities
www.bendoregon.gov/cdd to access the Private Development Engineering Services page

4. Consult with an architect/engineer on building code requirements

5. Carefully review State requirements

Oregon Health Agency (OHA) for medical marijuana dispensaries

Oregon Liquor Control Commission (OLCC) for marijuana retailers

Oregon Department of Agriculture (ODA) for marijuana edibles.

All relevant links are available at
www.bendoregon.gov/marijuana

Note: OHA, OLCC, and ODA requirements are separate from the City's, but you **cannot** operate a marijuana business without compliance with all local and state regulations.

PROCESS OVERVIEW

Different Processes for Different Situations



1. **Existing OHA-licensed medical marijuana businesses staying medical only:** Must **obtain** operating license by 12/31/2016
2. **Existing medical marijuana businesses converting to OLCC-licensed marijuana:** Must obtain land use permit by 12/31/2016 and **file** for operating license within 30 days
3. **New marijuana businesses (OHA or OLCC-licensed):** Must obtain land use permit and operating license prior to opening

PROCESS OVERVIEW

Existing Medical Business Remaining Medical Only



Reminders

- Business must be in compliance with all building, fire and life safety codes by **Dec. 31, 2016**
- The City Marijuana Business Operating License will not be issued until the business is in compliance with all codes.
- The Operating License must be obtained by **Dec 31, 2016.**

More information and application forms can be found at
www.bendoregon.gov/marijuana

PROCESS OVERVIEW

Existing Medical Business Converting to Recreational



1. Business files a **Minimum Development Standards (MDS)** and **OLCC Land Use Compatibility Statement (LUCS)** application with the City.

2. City reviews & issues LUCS and MDS land use permit with conditions (expect ~30 days for MDS; ~60 days for SPR/CU)

3. Submit **Operating License application** within 30 days of MDS land use permit

4. Business files for all required **building permits**.

5. City reviews and issues building permits (expect 4-8 weeks)

6. Business completes work and passes all inspections

7. City finalizes building permits and/or issues Certificate of Occupancy

8. City issues Operating License

Reminder: Business must **finalize** land use permit (step 2) by **Dec 31, 2016**. The City requires a copy of the state license prior to issuing the Operating License.

More information and application forms can be found at www.bendoregon.gov/marijuana

PROCESS OVERVIEW

New OHA or OLCC-Licensed Business



1. Business files a **land use permit (MDS, SPR, or CU)*** and **Land Use Compatibility Statement (LUCS) application** with the City.

2. City reviews & issues LUCS and MDS land use permit with conditions
(expect ~30 days for MDS; ~60 days for SPR/CU)

3. Submit **Operating License application** and **copy of OLCC license** within 30 days of MDS land use permit

4. Business files for all required **building permits**.

5. City reviews and issues building permits
(expect 4-8 weeks)

6. Business completes work and passes all inspections

7. City finalizes building permits and/or issues Certificate of Occupancy

8. City issues Operating License

Reminder: Business must **finalize** land use permit (step 2) by **Dec 31, 2016**. The City requires a copy of the state license prior to issuing the Operating License.

* MDS: Minimum Development Standards
SPR: Site Plan Review
CU: Conditional Use

More information and application forms can be found at www.bendoregon.gov/marijuana

APPLICATION & REVIEW PROCESSES

Land Use Permit



1. Business submits a land use permit application

- **New OHA or OLCC-licensed businesses** must determine whether an Minimum Development Standards (MDS), Site Plan Review (SPR), or Conditional Use (CU) application is required by reviewing BDC 4.2 (bendoregon.gov/citycode)
- **Existing OHA-licensed business or OHA converting to OLCC license** automatically require an MDS application

2. City reviews application

- Review time varies based on the type of permit
 - MDS: ~ 30 days
 - SPR and CU: ~ 60 days

3. City issues permit

- Land use will be approved with conditions that must be fulfilled prior to obtaining an Operating License.

APPLICATION & REVIEW PROCESSES

Building Permit(s)



1. **Work with an Oregon Licensed Design Professional**
2. **Submit building permit application(s) for the following:**
 - **Changes To Existing Buildings:** Structural, Mechanical, Electrical, And Plumbing
 - **Change Of Use Or Occupancy Classification:**
 - Retail Sales: "M" Mercantile
 - Grow Operations: "F" Factory
 - Extraction *Possibly* An "H" High-hazard
3. **City reviews and issues building permits**
 - Expect 4-8 weeks
4. **Complete all work and pass inspections**
5. **City finalizes building permits and/or issues a Certificate of Occupancy**
 - If building passes all inspections, the City will finalize building permits and/or issue a Certificate of Occupancy
 - Building Safety cannot approve an Operating License until a Certificate of Occupancy is issued

APPLICATION & REVIEW PROCESSES

Operating License



1. Apply for an Operating License

- Application fee is \$600
- Businesses must submit an application within 30 days of land use approval
- Existing medical business remaining medical must obtain an Operating License by December 31, 2016 (the Land Use and Building permitting process can take months; plan accordingly)

2. City reviews application

- Businesses cannot apply for an operating license until land use permits, building permits, and OLLC or OHA licenses are obtained

3. City issues Operating License

- Operating Licenses must be renewed annually
- Changes to business may require a license modification

CONTACT INFORMATION

Please review all information on these slides and on the website before contacting the City. Direct any remaining questions to the appropriate department:



- **Planning Division (Land Use Permits)**

- Rachel Ruppel
rruppel@bendoregon.gov

- Pauline Hardie
phardie@bendoregon.gov

- **Administration (Operating Licenses)**

- Lorelei Williams
lwilliams@bendoregon.gov

- Susanna Julber
sjulber@bendoregon.gov

- **Building Safety Division**

- General
bendcdd@bendoregon.gov

- **Bend Fire Department**

- Larry Medina
lmedina@bendoregon.gov

More information and application forms can be found at
www.bendoregon.gov/marijuana